

General Application Requirements (FINAL)

FOR OFFICE USE ONLY:

Version # _____

APP # 700492

Agency Information

(Carefully read the instructions before completing this form)

1. Agency Information

- a. Agency Name Friends of The High Lakes
- b. Organizational Unit
- c. Address P.O. Box 67
- e. City Paradise State CA Zip 95967-0067
- f. Federal Id Number 26-0896788 DUNS Number
- g. Agency fiscal year (beginning month and January-01 day)
- h. Agency Type (Please check one)
- ☐ City ☐ County ☐ U.S. Forest Service
- ☐ U.S. Forest Service - Patrol District ☐ U.S. Bureau of Land Management ☐ Other Federal Agency
- ☐ Federally Recognized Native American Tribe ☐ Educational Institution ☒ Nonprofit Organization - 501(c)(3) status only
- ☐ State Agency ☐ District

2. Project Information

- a. Project Name General Application Requirements
- b. Is implementing agency same as Agency (Please select Yes or No) ☒ Yes ☐ No
- c. Implementing Agency Name
- d. Amount of Funds Requested Project Cost

Project Request(s) Summary

#	Project Type	Project Title	Grant Request	Match	Total Project Cost
1	G09-04-53-G01	Ground Operations	84,000	98,000	182,000

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3. Contact

a. Authorized Representative

Name	Ken Knull				
Title	Chief Executive Officer				
Mailing Address	P.O. Box 67				
City	Paradise	State	CA	Zip	95967-0067
Telephone	(530) 873-2430			Fax	(530) 873-0856
E-mail Address	ken@friendsofthehighlakes.com				

b. Project Administrator

Name	Nick Repanich				
Title	OHV Specialist				
Mailing Address	2173 E. 8th Street				
City	Chico	State	CA	Zip	95928
Telephone	(530) 899-2645			Fax	(510) 743-4243
E-mail Address	nrepanich@csuchico.edu				

Location Map

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A. Location Map

Attachments:

[FOTHL Location Map](#)

Equipment Inventory

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A. Equipment Inventory

Has your agency purchased any Equipment with OHV Trust Funds within the last five (5) ☐ Yes ☒ No
years? (Please select Yes or No)

#	Item Description	Make	Model	Model Year	Vehicle Identification Number (VIN) or Serial Number	Project Agreement Number

Habitat Management Program (HMP)

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PART 1 - ITEM 1. DETERMINE THE NEED FOR FULL FULL HABITAT MANAGEMENT PROGRAM (HMP)

All Applicants submitting Projects involving Ground Disturbing Activities are subject to HMP requirements. The HMP must cover the combined Project Area of all proposed Projects with Ground Disturbing Activities.

Applicants able to certify that none of the proposed activities listed in the Application in areas open to legal OHV Recreation contain any risk factors to special-status species and/or sensitive habitats shall submit only HMP Part 1. Applicants who cannot certify that the proposed activities listed in the Application in areas open to legal OHV Recreation do not contain any risk factors to special-status species and/or sensitive habitats shall submit HMP Parts 1 and 2.

1. Do any of your proposed projects involve Ground Disturbing Activities? (Please select Yes or No) ☐ Yes ☒ No
2. Can the Applicant certify that none of the proposed Projects with Ground Disturbing Activities in areas open to legal OHV Recreation contain any risk factors to special-status species and/or sensitive habitats? (If you checked 'Yes', you are done with HMP) (Please select Yes or No) ☐ Yes ☒ No

PART 2 - RISK ANALYSIS, MANAGEMENT PROGRAM AND REPORTING

PART 2 - Section I. Summary of HMP Changes

Has the Applicant previously submitted a HMP Part 2 that is currently in use in the proposed Project Area? (Please select Yes or No) ☐ Yes ☒ No

Table 1 - Summary of HMP Changes

Changes from Previous Year	Section Where Change Occurs

PART 2 - Section II - Special Status Species

Table 2 - Table of All Special-Status Species and Any Other Species of Local Concern That Were Considered for Inclusion in the HMP

Species	Listing Status	Habitat	Potential for Occurrence	Addressed by HMP? If not explain why?

PART 2 - Section III - Map(s) of Project Area

PART 2 - Section IV. - Management/Monitoring Program by Species and Sensitive Habitat

PART 2 - Section IV. - Management/Monitoring Program by Species and Sensitive Habitat - Table 3

Table 3 - Data (Including Baseline Data) and Management Program for Species and/or Sensitive Habitats

Species/Habitat	Known Information	Methodology	Concerns / Risks / Uncertainties	Management Objective(s)	Management Action(s)	Success Criteria

PART 2 - Section IV. - Management/Monitoring Program by Species and Sensitive Habitat - Table 4

Table 4: Summary of HMP Monitoring Program

Species/Habitat	Change Detection Methodology	Effectiveness Monitoring Methodology, Including Triggers	Identify Any Applicable Validation Monitoring (Focused Studies)

PART 2 - Section IV. - Management/Monitoring Program by Species and Sensitive Habitat - Table 5

Table 5. Management Review and Response; Adaptive Management

Monitoring Methodology	How Monitoring Information Will Inform Management	How Data Will Be Analyzed	Management Response to Identified Triggers	Who Will Plan Management Response

PART 2 - Section V. - Previous Year's Monitoring Results and Management Actions Based on Monitoring Results

PART 2 - Section V. - Previous Year's Monitoring Results and Management Actions Based on Monitoring Results - Table 6

Table 6: Previous Year's Monitoring Results

Monitoring Accomplishments	Results	Were Objectives and Success Criteria Achieved?

PART 2 - Section V. - Previous Year's Monitoring Results and Management Actions Based on Monitoring Results - Table 7

Table 7: Management Actions Based on Monitoring Results

Management Actions	Species/ Habitat	Date Completed or Planned - mm/dd/yyyy	Changes Needed to HMP

PART 2 - Section V. - Previous Year's Monitoring Results and Management Actions Based on Monitoring Results - Table 8

Table 8 Management Actions Taken in Response to HMP-related Public Concerns

Concern Raised by Public	Actions Taken to Address the Concern

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Soil Conservation

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A. Soil Conservation

- a. Do any of your proposed projects involve Ground Disturbing Activities? (Please select Yes or No) ☐ Yes ☒ No

B. Soil Conservation Plan

Public Review Process

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A. Public Notification Efforts

Check all that apply: (Please select applicable values)

- ☒ Notice to interested Parties/Groups (Enter date in mm/dd/yyyy format) [03/02/2010]
- ☒ Published on Applicant's Website (Enter date in mm/dd/yyyy format) [03/02/2010]
- ☐ Published in Newspaper
- ☒ News Release Issued
- ☒ Public Meeting(s) Hearing(s) Held

B. Public Comments

Only one negative comment received, from a well-known distracter to our projects. This person is a retired Resources Officer for this Forest who closed the three trails we later got reopened with education and mitigation. There was one valid criticism in her post, and that being redundancy in the project description, which has been fixed, now after the comment period.

Across the board, all other comments were very supportive and from a broad range of vehicle types, and user groups, including users of all genre of motorized vehicles, and hikers as well..

25 total comments, 24 of which were very favorable, with only one negative comment mentioned above.

C. Application Development as a result of Public Comments

- a. Were changes made to the Application as a result of public comments? (Please select ☒ Yes ☐ No
Yes or No)
- b. Describe how public comments affected the Application
One comment mentioned redundancy in the GO description, and that is now totally edited to better relect relationship of project to need for funding.

Certifications

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1. Applicant Certifications

A. General Conditions

- A. The Applicant hereby certifies, under the penalty of perjury, compliance with the following terms and conditions: ☒
1. If the Project involves a Ground Disturbing Activity, the Applicant agrees to monitor the condition of soils and wildlife in the Project Area each year in order to determine whether the soil conservation standard adopted pursuant to Public Resource Code (PRC), Section 5090.35 and the HMP prepared pursuant to Section 5090.53(a) are being met.
 2. If the Project involves a Ground Disturbing Activity, the Applicant agrees that, whenever the soil conservation standard adopted pursuant to PRC Section 5090.35 is not being met in any portion of a Project Area, the recipient shall close temporarily that noncompliant portion, to repair and prevent accelerated erosion, until the same soil conservation standard adopted pursuant to PRC Section 5090.35 is met.
 3. If the Project involves a Ground Disturbing Activity, the Applicant agrees that, whenever the HMP prepared pursuant to PRC Section 5090.53(a) is not being met in any portion of a Project Area, the recipient shall close temporarily that noncompliant portion until the same HMP prepared pursuant to PRC Section 5090.53(a) is met.
 4. The Applicant agrees to enforce the registration of off-highway motor vehicles and the other provisions of Division 16.5 (commencing with Section 38000) of the Vehicle Code and to enforce the other applicable laws regarding the operation of off-highway motor vehicles.
 5. The Applicant agrees to cooperate with appropriate law enforcement entities to provide proper law enforcement at and around the Facility.
 6. The Applicant's Project is in accordance with local or federal plans and the strategic plan for OHV Recreation prepared by the OHMVR Division.

B. Programmatic Conditions

B. The Applicant must describe the following programmatic conditions:

1. Identify the potential for the facility to reduce illegal and unauthorized OHV Recreation activities in the surrounding areas:

The Project Director is continually looking for ways to eliminate illegal activities in surrounding areas by providing ample legal opportunities in the High Lakes OHV Area. The Friends of the High Lakes do not have an agreement with the rest of the Forest to operate outside on areas outside of the High Lakes OHV Area.

2. Describe how the Applicant is meeting the operations and maintenance needs of any existing OHV Recreation Facility under its jurisdiction:

The focus of FOTHL is to ensure the High Lakes OHV area remains a viable OHV area for use by all genres of motorized and non-motorized users, and continues to offer terrain suitable for most vehicle types, with mild to very minor wild challenges. In doing so, the emphasis has been on Management, Maintenance, and Education.

C. Fee Collection

Describe how fees collected pursuant to Section 38230 of the Vehicle Code (in-lieu funds) are utilized and whether the fees complement the Applicant's proposed Project:

D. Compliance with PRC 5090.50(b)(1)(C)

Projects within the O&M category that affect lands identified as inventoried roadless areas by the U.S. Forest Service, are compliant with PRC 5090.50(b)(1)(C). (Please select Yes or No)

☐

Yes

☐

No

2. Governing Body Resolution

Certification - Non Profits / Education

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1. Written Agreement with Land Manager

Attachments:

[Participating Agreement with LNF](#)

2. Verification of Nonprofit 501(c)(3) Status

Attachments:

[tax certification letter](#)

Evaluation Criteria

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1. OHV Visitor Opportunity Summary

1 OHV Visitor Opportunity Summary

- a. Does the land manager agency provide legal OHV riding opportunity? (Please select ☒ Yes ☐ No Yes or No)

Starting (Month/Year) 10/2004

Ending (Month/Year) 09/2005

- b. Off-Highway Vehicle Opportunity Ratio (OHV Ratio) opportunity
- i. Months of OHV Opportunity (OHV Months) 12
- ii. Total Miles Of Routes Available For OHV Recreation 2600
- iii. Total Acres Of Open Riding Available For OHV Recreation 26
- iv. OHV Visitation (visitor days) 169409
- v. Ratio of OHV Visitation/OHV Opportunity 64.51

1 OHV Visitor Opportunity Summary (2)

- c. Reference Document that support the responses to a. and b. on previous page
Lassen National Forest Land and Resource Management Plan (1992)
National Visitor Use Monitoring Results (9/2006) on file at LNF Headquarters
Forest Service INFRA Roads database (2009) USDA Forest Service Database
- d. Visitor Opportunity Ratio (V/O Ratio) = OHV Ratio x OHV Months / 12 64.51
Visitor Opportunity Ratio (V/O Ratio) Score

2. Quality of OHV Opportunity

Land Manager's OHV program 8

Check all that apply (Please select applicable values)

- ☒ Map with OHV Recreation opportunities clearly shown is available for distribution at no cost (2 points)
- ☒ Map with OHV Recreation opportunities clearly shown is available on the Land Manager's website (2 points)
- ☐ Map indicates relative difficulty of each OHV trail (2 points)
- ☒ Map indicates appropriate OHV use type (ATV, dirt bike, 4x4, OSV, etc.) (2 points)
- ☒ At least fifty percent of the staging areas include support facilities (restrooms, picnic tables, trash cans, shade structures) (2 points)
- ☐ Majority of trail intersections are signed with information such as: trail names, directional signs, relative difficulty, mileage to next feature (2 points)

3. Variety of OHV Opportunity

- a. Skill levels (e.g., beginner, intermediate, advanced) indicated by publicly available maps or signage marking trails with relative difficulty 1

(Check the one most appropriate) (Please select one from list)

- ☐ 3 or more skill levels (5 points)
- ☐ 2 skill levels (3 points)
- ☒ 1 skill level (1 point)
- ☐ Land Manager has no legal OHV riding opportunity (No points)

b. Type of OHV Opportunity (ATV, dirt bike, 4x4, OSV, RUV, Sand Rail/Dune Buggy) 6

(Check the one most appropriate) (Please select one from list)

- ☒ Opportunities for 3 or more vehicle types (6 points) ☐ Opportunities for 2 vehicle types (3 points)
☐ Opportunity for only 1 vehicle type (1 point) ☐ Land Manager has no legal OHV riding opportunity (No points)

4. Agency Contribution

Is the cost of OHV Program for Land Manager's most recent complete fiscal year (not to include Indirect Costs) greater than \$0?. If NO, then No points. Go to item #5. (Please select Yes or No) ☒ Yes ☐ No

If YES, enter cost of OHV Program for Land Manager's most recent complete fiscal year (not to include Indirect Costs): 665000

% Funded by OHV Trust Fund (do not include in-lieu funds): 3

(Check the one most appropriate) (Please select one from list)

- ☐ No OHV Trust Funds were used (6 points)
☐ 10% or less of the program cost was from OHV Trust Fund (4 points)
☒ 11% to 25% of the program cost was from OHV Trust Fund (3 points)
☐ 26% to 50% of the program cost was from OHV Trust Fund (1 point)
☐ More than 50% of the program cost was from OHV Trust Fund (No points)

Reference Document

Land Manager's budget

5. Project Performance

For Applicant's OHV grant Projects which reached the end of the Project performance period within the last two years, the percentage of all deliverables accomplished 2

(Check the one most appropriate) (Please select one from list)

- ☐ 100% of Deliverable accomplished (5 points)
☐ 75% to 99% of Deliverables accomplished (3 points)
☐ Less than 75% of Deliverables accomplished (No points)
☒ First time Applicants and past Applicants with no active Grant projects within the last two years (2 points)

6. Previous Year Performance

In the previous year the Applicant has been responsive and communicated effectively with the assigned OHMVR Grant Administrator by phone, email or personal visit.

FOR DIVISION USE ONLY (Check the one most appropriate) (Please select one from list)

- ☐ In the previous year the Applicant has been responsive and communicated effectively with the assigned OHMVR Grant Administrator by phone, email or personal visit (3 points)
☐ First time Applicants and past Applicants with no active Grant projects within the last two years (2 points)
☐ In the previous year the Applicant has not been responsive (No points)

7. Prevention of OHV trespass

7. Prevention of OHV trespass - Fence (Page 1)

- a. Is site a completely fenced facility such that OHV trespass into neighboring properties and/or closed areas is prevented? 0

(Check the one most appropriate) (Please select one from list)

- ☒ No (answer items b and c) ☐ Yes (10 points, explain and then skip to item 8)

Explain 'Yes' response:

7. Prevention of OHV trespass - Patrol (Page 2)

- b. The majority of OHV Opportunity areas are patrolled (Check the one most appropriate) 5

(Check the one most appropriate) (Please select one from list)

- ☒ At least 5 days per week (5 points)
☐ At least once per week (3 points)
☐ At least once per month (1 point)
☐ Less than once per month (No points)

Explain patrol efforts (e.g., frequency of patrol, patrol personnel, percent of lands covered by patrols)

Friends of the High Lakes organization has 22 volunteer trail patrol members who received training from the Plumas County Sheriff Department and the Lassen National Forest law Enforcement officers. All three of these organizations provide patrols to the area. In calendar 2009 the Trail Patrol logged in 2,640 hours of patrol time.

7. Prevention of OHV trespass - Measures (Page 3)

- c. Measures to prevent OHV trespass into neighboring properties and/or closed areas 5

(Check all that apply) (Please select applicable values)

- ☒ Barriers and/or signing are used to prevent OHV trespass into neighboring properties and/or closed areas (3 points)
☒ Education programs, maps and/or brochures provided to the public address OHV trespass, including respect for private property (2 points)

Explain measures utilized to prevent OHV trespass into neighboring properties and/or closed areas

In 2009 the FOTHLs installed 250 feet of barrier to prevent access to wet meadows, blocked off a large number of redundant user created routes, and repaired and maintained signs.

Friends of the High Lakes volunteers distribute educational brochures which provide information on open and closed areas, opportunities for legal riding, and TreadLightly! type of literature.

8. OHV Education

8 OHV Education - Page 1

- a. Education materials available onsite 10

(Check all that apply) (Please select applicable values)

- ☒ Free literature is provided to visitors describing safe and responsible OHV recreational practices (5 points)
☒ Bulletin boards, signs or kiosks, at the majority of staging areas, trailheads, or other areas where the public gathers provide information concerning safe and responsible OHV Recreation (5 points)

- b. Applicant or Land Manager provides formal programs, educational talks, school field trips, etc. to the public to educate them on safe and responsible OHV recreational practices: 0

(Check the one most appropriate) (Please select one from list)

- ☐ 50 or more per year (3 points) ☐ 20 to 49 times per year (2 points)
☐ 5 to 19 times per year (1 point) ☒ Less than 5 times per year (No points)

8. OHV Education - Page 2

- c. When Facility is open, staff are available at trailheads, visitor centers and/or entrance stations to provide information on safe and responsible OHV use 4

(Check the one most appropriate) (Please select one from list)

- | | |
|--|---|
| <input type="radio"/> Daily (5 points) | <input checked="" type="radio"/> On all weekends (4 points) |
| <input type="radio"/> On the majority of weekends (2 points) | <input type="radio"/> On major holidays (1 points) |
| <input type="radio"/> None of the above (No points) | |

- d. ATV Safety Institute and/or Motorcycle Safety Foundation approved training courses are provided to the public: 0

(Check the one most appropriate) (Please select one from list)

- | | |
|---|---|
| <input type="radio"/> At least 30 times per year (5 points) | <input type="radio"/> 18-29 times per year (3 points) |
| <input type="radio"/> 4-17 times per year (1 points) | <input checked="" type="radio"/> Less than 4 times per year (No points) |

Describe Land Manager's onsite education efforts relative to items a. - d.:

Free literature such as brochures for Tread Lightly's Tips for Responsible ATV Riding, Four Wheeling, Off-Highway Motorcycle Use and Snowmobile riding is available in the reception areas of all LNF offices.

Bulletin boards/kiosks are installed at most trailheads, and are maintained with updated information regularly.

The LNF is very active in providing educational programs for local area schools, and hosts annual field trips for 4th and 6th grade school children where a host of recreational activities are discussed including the Tread Lightly and Leave No Trace principles.

The LNF district offices are open 8:00 AM to 4:30 PM Monday through Friday to provide daily public information services. In addition, the LNF recreation staff works Sunday through Saturday during the summer/fall season to provide full coverage for recreation facilities.

LNF does not offer training courses for the general public, Forest Service employees are required to complete ATV training, including periodic refresher courses.

9. Website

- a. OHV outreach efforts are accomplished through the Land Manager's website 0

(Check the one most appropriate) (Please select one from list)

- | | |
|--|--|
| <input type="radio"/> No (skip to question 10) | <input checked="" type="radio"/> Yes (provide URL address and answer item b) |
|--|--|

Provide URL address www.friendsofthehighlakes.com and www.fs.fed.us/r5/lassen/

- b. The Land Manager's website contains the following items 5

(Check all that apply) - Scoring: 1 point each up to a maximum of 5 points. (Please select applicable values)

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Map to location | <input checked="" type="checkbox"/> Hours of operation | <input type="checkbox"/> Safety information |
| <input checked="" type="checkbox"/> Visitor facilities | <input checked="" type="checkbox"/> Contact information | <input checked="" type="checkbox"/> News releases |
| <input checked="" type="checkbox"/> Information on responsible riding | <input checked="" type="checkbox"/> Map of Facilities | <input type="checkbox"/> Fee schedule |
| <input checked="" type="checkbox"/> Seasonal restrictions | <input checked="" type="checkbox"/> Link to Division Website | <input type="checkbox"/> Law enforcement contact information |

10. OHV Outreach

Check all forms of OHV outreach the Applicant utilizes: 3

Scoring: 1 point each up to a maximum of 3 points. (Please select applicable values)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Billboards | <input type="checkbox"/> CDs and/or DVDs |
| <input checked="" type="checkbox"/> Community meetings | <input checked="" type="checkbox"/> OHV dealers |
| <input type="checkbox"/> Fairs | <input checked="" type="checkbox"/> News releases |
| <input checked="" type="checkbox"/> Other (specify) [Brochure] | <input type="checkbox"/> Television |
| <input checked="" type="checkbox"/> Parades | <input type="checkbox"/> Radio |

☐ Programs at schools

11. Natural and Cultural Resources

11. Natural and Cultural Resources - Page 1

- a. Is the Land Manager's OHV area a completely fenced track facility with little or no native vegetation?
0

(Check the one most appropriate) (Please select one from list)

☒ No (answer item b)

☐ Yes (5 points, explain and then skip to item 12)

Explain 'Yes' response

11. Natural and Cultural Resources - Page 2

- b. Resource Management Information System 5

Does the Land Manager maintain a management information system managed by qualified environmental staff that identifies and monitors the impacts of the OHV activity and contains at least the following:

- Ongoing survey/inventory of species
- Ongoing survey/inventory of archeological sites
- Biological monitoring that measures changes in populations
- Components that evaluate the effects of OHV recreation and related activity on the species;
- Recommendations for improvement in species management
- Strategies to respond to changing conditions that affect the survival or reproduction of species? (Please select one from list)

☐ No (No points)

☒ Yes (5 points)

Reference Document

Motorized Travel Management Final Environmental Impact Statement (12/2009) and Record of Decision (2/2010)
Lassen National Forest Land and Resource Management Plan (LRMP, 1992) as amended.
Regional Marten Focused Study (Study plan on file with the OHMVR Division), Final Report dated March 14, 2007.
Regional Northern Goshawk Focused Study (on file with the OHMVR Division), Final Report Pending.
Regional Northern Spotted Owl Focused Study and Vertebrate Assemblage Focused Study.
Pacific Southwest Region OHV/OSV Wildlife & Plant Monitoring.
Lassen National Forest Section 106 Certification Heritage Resources, First Amended Regional Programmatic Agreement for Compliance with Section 106 of the National Historic Preservation Act for Undertakings on the National Forests of the Pacific Southwest Region (2001) (RPA).

12. Soil Management

12. Soil Management - Page 1

- a. Land Manager has developed a systematic methodology for evaluating soil conditions of its OHV Opportunities? 5

(Check the one most appropriate) (Please select one from list)

☐ No (No points)

☒ Yes (5 points)

Explain 'Yes' response Best Management Practices Evaluation Protocol

- b. Land Manager has developed methods to address soil issues? 5

(Check the one most appropriate) (Please select one from list)

☐ No (No points)

☒ Yes (5 points)

Explain 'Yes' response Areas identified as not meeting BMP requirements, or determined to have a soil condition rating other than green are identified for maintenance, repair, restoration, or closure.

12. Soil Management - Page 2

- c. Land Manager performs soil monitoring 0

(Check the one most appropriate) (Please select one from list)

☐ Monthly (3 points)

☐ After major rain events (2 points)

☒ Annually (No points)

13. Sound Level Testing

The Applicant or Land Manager conducts, or causes to be conducted, sound level testing 0

(Check only one if applicable) (Please select one from list)

☐ On most (50% or more) holidays and weekends (4 points)

☐ At least 25% but less than 50% of holidays and weekends (2 points)

☒ Less than 25% of holidays and weekends (No points)

Describe the sound testing program

USFS provides testing